

LETTER OF INTENT

TO: All Potential WIOA Program, Financial and Performance Technical Assistance Providers

FROM: Nathan Ramsey, Director, Mountain Area Workforce Development Board

DATE: May 15, 2026

SUBJECT: Letter of Intent (LOI) – WIOA Program, Financial and Performance Support Technical Assistance

Mountain Area Workforce Development Board is currently accepting letters of intent from entities to serve as WIOA Program, Financial and Performance Technical Assistance Provider, which will support the Board providing Adult, Dislocated Worker and Youth WIOA services in **Buncombe, Henderson, Madison and Transylvania** Counties.

Background. The Workforce Innovation and Opportunity Act (WIOA) requires Mountain Area Workforce Development Board to comply with relevant federal and state policies and regulations, including but not limited to, US Department of Labor (USDOL) Training and Employment Guidance Letters (TEGL) and the NC Department of Commerce, Division of Workforce Solutions, Operational Guidance (OG). The Board is seeking WIOA Program and Performance Technical Assistance to support the Board's compliance responsibilities.

Purpose. Mountain Area Workforce Development Board is seeking letters of intent for the purpose of selecting organizations with the capacity and expertise to consult, advise and assist the Board for WIOA Program, Financial and Performance compliance.

Timeline. Mountain Area Workforce Development Board will release this request for letters of intent on June 15, 2026, for interested entities. The deadline for submission of LOI is 12:00 PM EST on July 17, 2026. The initial period of performance is from August 1, 2026, through June 30, 2027. A fully executed contract must be in place within the first 30 days of the contract period. Mountain Area Workforce Development Board anticipates the financial support for this technical support contract will not exceed \$100,000.

Scope of Project. The Program and Performance Technical Assistance Provider will be expected to:

- Advise and consult with the Board on any program, financial and performance compliance matters.
- Follow federal, state, and local area regulations/policies concerning handling of EEO responsibilities, customer complaints, and physical and programmatic accessibility

- Follow appropriate North Carolina Division of Workforce Solutions Policy Issuances and USDOL Training & Employment Guidance Letters (TEGL)
- Follow and implement Regional Partnership WDB Local Area Issuances
- Report to the Mountain Area Workforce Development Board Executive Director, Assistant Workforce Director and Board, as required
- Make recommendations/develop strategies based on data and successful practices

Priority Populations. WIOA requires states, Workforce Development Boards, and One-Stop Career Centers to connect supports and services for priority populations that lead to long-term employment and outcomes for individuals seeking services, especially those with significant challenges to employment, including:

- Unemployed insurance claimants
- Youth and adults with disabilities
- Veterans
- Low-income residents
- Returning citizens
- Older workers
- Out of school youth

The Career Center will also work closely with local businesses, particularly those in the manufacturing, healthcare, construction/skill trades, hospitality and technology industries. Additionally, the Career Center will collaborate with partners including community-based service agencies, community colleges, and local and state government.

LOI Guidelines and Requirements. Interested agencies shall complete, sign and return their Letter of Intent (sample at Attachment A). The LOI will be considered complete when the following areas are addressed:

- What type of organization is intending to bid
- Where the agency or consortium is located
- Proposed cost to perform the expected duties as the one stop operator
- Acknowledgement that the period of performance is August 1, 2028, through June 30, 2027. The period of performance may be extended by the mutual consent of the parties up to four years.
- The LOI is signed by the authorized signatory for the agency/consortium
- The completed and signed LOI is received at Mountain Area Workforce Development Board by the required time/date.

Contact Information. Completed Letters of Intent should be received by:

Nathan Ramsey, Director

Mountain Area Workforce Development Board

339 New Leicester Highway, Suite 140

Asheville, NC 28806

12:00 PM EST on July 17, 2026

SUGGESTED FORMAT FOR LETTER OF INTENT

Name and address of Agency Submitting an Intent to Bid:

Date: _____

Nathan Ramsey, Director
Mountain Area Workforce Development Board
339 New Leicester Highway, Suite 140
Asheville, NC 28806

Dear Mr. Ramsey:

This letter indicates our intent to bid to serve as the Technical Assistance Provider.

We have checked the following box that most appropriately describes our organization.

- | | |
|--|---|
| <input type="checkbox"/> An institution of higher education | <input type="checkbox"/> An employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency |
| <input type="checkbox"/> A community-based Organization | <input type="checkbox"/> A nonprofit Organization |
| <input type="checkbox"/> A private-for-profit entity | <input type="checkbox"/> A government agency |
| <input type="checkbox"/> Another interested organization or entity one-stop partners | <input type="checkbox"/> A consortium of 3 or more one-stop partners |

We propose a cost of \$X.XX to perform the expected duties as the Technical Assistance Provider.

We acknowledge that the period of performance is August 1, 2026, through June 30, 2027.

Sincerely